

**THE  
UNIVERSITY  
OF RHODE ISLAND**

**DIVISION OF  
ADMINISTRATION  
AND FINANCE**

THINK BIG  WE DO™

**PURCHASING DEPARTMENT**

10 Tootell Road, Suite 3, Kingston, RI 02881 USA p: 401.874.2171 f: 401.874.2306 uri.edu/purchasing



TO: University Community  
FROM: Betty Gil  
Director of Purchasing  
DATE: March 31, 2017  
SUBJECT: Small Purchases

As a follow up to the Financial Administration Meeting held on 3/29/17 specifically relating to the Centralized Amazon Business Account <http://web.uri.edu/controller/files/CFO-mtg-032917.pdf> it is important to remind everyone that **ALL** small purchases up to \$5,000 whether processed on a Limited Value Purchase Order (LVPO) or via a PCard; including purchases from Amazon are required to comply with the purchasing regulations as follows:

- When using Non-Research Funds
  - Purchases up \$500 – quotations are not required however, they are encouraged
  - Purchases of \$501 - \$2,500 – three (3) telephone and/or written quotes must be obtained
  - Purchases of \$2,501 - \$5,000 – at least three (3) written quotes be obtained

All quotations and/or justification for non-competitive procurement must be attached to the on-line requisition when issuing a LVPO. For PCard procedures relating to documentation please refer to the PCard Manual [http://web.uri.edu/controller/files/Purchase\\_Card\\_Policy\\_Manual\\_120815.pdf](http://web.uri.edu/controller/files/Purchase_Card_Policy_Manual_120815.pdf)

- When using fund 110, 126 and 500 (except State Grants)
  - Purchases up to \$5,000 no quotations are required

Whether using Non-Research Funds or Research Funds, Master Price Agreements (MPA's) should always be considered before seeking quotes from Non-MPA vendors. If you are utilizing a State of Rhode Island Master Price Agreement it is important to review the MPA and the MPA User Guide to determine if/when quotes from the MPA vendors are required.

It is important to remember that it is the State's policy to solicit small purchases from local vendors whenever possible and at least one of the three quotes must be obtained from a minority or woman owned business enterprise (MBE/WBE). Therefore, web quotes may not be sufficient. Here is a link to the Office of Diversity, Equity & Opportunity (ODEO) <http://odeo.uri.gov/offices/mbeco/mbe-wbe.php> where you can search for MBE's/WBE's by product or service or company name.

If you have any questions, please contact the buyer that handles your department/fund <http://web.uri.edu/wpusers/files/Buyer-Assignments-2-13-17-1.pdf> or if you have any questions regarding the PCard please contact [pcard@etal.uri.edu](mailto:pcard@etal.uri.edu)

Finally, as a reminder Purchasing 101 classes are held once per month. Here is a link to the registration page - <http://web.uri.edu/purchasing/purchasing-101-training/>

Thank you.